

Job Description

Job Title:	Managing Director
Service:	CoramBAAF
Project:	Coram Academy
Reporting to:	Coram Group CEO or as assigned
Accountable to:	CoramBAAF board and members
Management responsibilities:	Policy, Research and Development Membership/subscriptions offer and fulfilment Publications Programme and sales Training programmes for social work/agencies
Salary Range:	c.£67k including London weighting
Contract:	Permanent – 35 hours per week – would consider 28 hours

CoramBAAF is the membership organisation for adoption and fostering agencies dedicated to improving outcomes for children and young people in care by supporting the agencies and professionals who work with them, primarily in the UK but also internationally.

CoramBAAF is accountable to its own Board of Directors, and operates independently to support and represent our members, champion best practice, and provide high quality and authoritative information through our services, publications and training events.

Coram was established by Royal Charter in 1739, as the UK's first children's charity and is today a group of specialist organisations based on the 3.5 acre campus a walk away from King's Cross and Russell Square in central London.

With 400 staff and an Investors in people Gold Award organisation, the group provides multi-professional services to champion the rights, welfare, education and care of children and young people working in partnership with local authorities in pioneering new approaches including data visualisation, collective matching, family drug and alcohol court and peer support programmes, for example.

This role is the lead Director role for the operation of CoramBAAF as a UK-wide membership organisation, providing specialist input as part of the wider management team reporting to the Coram Group CEO. It is particularly suited to an entrepreneurial manager with experience of business development and commercial acumen to develop membership and subscription services and ensure that CoramBAAF retains its position in the sector.

Purpose of the Role

To sustain and develop CoramBAAF's unique role as the leading UK-wide membership organisation for the child and family placement sector, providing effective leadership and ensure sound commercial practice and development.

Main Duties & Responsibilities

- To bring forward and deliver the annual business plan for CoramBAAF and achieve performance targets within the agreed strategy and framework
- To draft the annual budget for CoramBAAF and monitor financial performance and deliver to budget
- To provide effective leadership for the organisation and ensure sound management practices and financial sustainability
- To supervise the Membership Manager and devise, monitor and develop membership services to optimise and fulfil the needs of agency and individual members in adoption and fostering
- To have responsibility for top level communications with members and key stakeholders including the production of the annual report.
- To represent the organisation as delegated and to maintain and build partnership arrangements across the UK and beyond to ensure reach, relevance and benefit to the community of practice and to UK policy
- To supervise the Director of Research, Policy and Development in ensuring up to date knowledge for members, consulting/communicating sector views to inform policy
- To address relevant wider and aligned sectors/interest groups to grow individual and corporate memberships and other income streams
- To supervise the Publishing Manager and develop/approve the Publishing Strategy to support/enhance practice resilience and development for the benefit of children and to oversee the annual stock valuation and royalty structure
- To supervise the Training Manager and develop and assure the Training programme/Academy offer for agencies and authorities in the permanence sector and linked areas, utilising the benefits of Coram's facilities and its wider expertise in the group
- To develop new business areas, products and resources for key stakeholders
- To work across the group to develop/articulate the Coram Academy training offer and to build the publications platform as appropriate
- To deliver the specialist case advice line for members and ensure compliance with all policies and procedures taking overall responsibility for safeguarding and GDPR

- To work with fundraising and impact/evaluation colleagues to ensure that fundraising and tenders are optimised
- To ensure the effective integration of CoramBAAF as part of the Coram Group and contribute to the senior management team and its development
- To take responsibility for ensuring that any personal or sensitive personal information/data in CoramBAAF's possession is maintained and managed securely, appropriately and in line with the key principles as set out in the **General Data Protection Regulations (GDPR 2018)** and Coram's **data governance policies**;
- To be committed to the principle of equality and diversity; ensuring the organisation works within the requirements of the current legislation (Equality Act 2010); opposing all forms of unlawful or unfair discrimination.
- To be responsible for carrying out all duties and responsibilities in relation to the organisation's Health and Safety Policy, ensuring your own safety and the safety of those you come into contact with in the course of your work.
- Any other duties within competence as agreed

Person Specification

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Contract:	Based at the Coram Campus

Knowledge and experience

- Knowledge of the UK children's social care sector and of the operating context for local authorities, independent fostering agencies and independent adoption agencies (E)
- Knowledge of the professional training, accreditation and requirements for social work professionals and of inspection requirements for agencies, and of the competitor context
- Experience of managing charity business and/or major national subscription programmes at a substantial level on a distributed/accredited basis and including both financial and performance reporting (E)
- Thorough understanding of health/local authority commissioning of training programmes with personal experience of writing successful tenders (E)
- Knowledge of relevant policy and practice bodies, initiatives and trends affecting children and young people who were looked after and the organisations who support them (E)
- Experience of working with key senior figures at chief executive, chairman and board level and with government departments across a range of sectors to achieve influence/support (E)
- Proven experience of achieving income and delivery targets with personal negotiation and business planning for the development and delivery of both universal and targeted programmes (E)

- Knowledge and experience of effective use of a range of media and publishing platforms including on-line, direct marketing, and inter-active tools (E)

Qualifications, skills and personal attributes

- Self-starter with high initiative who thrives on complexity and is able to navigate and succeed with matrix management and complex systems to achieve organisational development and goals (E)
- Able to lead and motivate professional teams by example including the personal flexibility to manage complexity and relationships and to travel (in the UK) including attending occasional early morning or evening events (E)
- Professional executive approach to personal presentation with highly developed inter-personal skills able to exercise discretion, responsiveness and authority and to achieve results by influence and persuasion as well as written argument (E)
- Strongly established management skills including financial compliance, business and marketing, planning and project management with qualification or evidence of expertise at Director level in the ability to develop and realize programme and project delivery (E)
- Direct experience of membership services including training and publications (E)
- Excellent written and verbal communications skills including negotiation and presentation (E)
- Proficient use of business IT systems including PowerPoint, Microsoft office and financial systems with accurate typing (E)
- Strong numeracy and financial fluency across budget setting, business planning and accountability at a strategic as well as a unit/project level (E)
- Competency in data provision and interpretation of relevant trends to inform policy and programme development and business management (E)
- Willingness to get things done by effective team working and delegation and delivering a wide range of tasks directly as/when necessary (E)

January 2019